

Application for a Graduate Assistantship/ International Fellowship

Application Components and Deadline

The application for Graduate Assistantship (GA) or International Fellowship (IF) consists of three components: (1) the completed GA application, (2) three completed Graduate Assistantship, and (3) the submission of an updated resume.

There are two ways to apply for the graduate assistantship. The first is online and can be completed at the same time you submit your application for your graduate academic program. <https://www.frostburg.edu/admissions-and-cost/graduate/apply-to-fsu.php>

If you apply for a GA at this time, you will be prompted to complete the GA application, provide the name and contacts information for three references and upload your resume. Your references will be sent an automatic request to complete a reference form. There is no need to ask for a hard copy letter or reference form if applying using the online application.

The second way to apply is via a paper application. Below is a checklist and information on how to apply using paper submission.

To be considered in the initial review, application must be received in the Office of Graduate Services on or before March 15 for positions beginning in the fall of the academic year, or on or before October 15 for positions beginning in the spring semester. Applicant must take the initiative to follow up on references.

It is the responsibility of the applicant to have all of the application materials in the Office of Graduate Services by March 15. The applicant will be notified of a complete GA file only after all required materials have been received. Applicants will be notified of selection results no earlier than April 15. Since the application process is ongoing and vacancies may occur at various times, the selection process will continue until positions are filled.

Application Procedure/Processing for Paper Application.

Checklist:

- Obtain application and reference forms (letters may be used in lieu of reference forms, reference forms are provided for your convenience) Office of Graduate Services website <http://www.frostburg.edu/grad/forms.htm>.
- Complete the two-page Graduate Assistantship/International Fellowship Application and forward it to the Office of Graduate Services. Also obtained from <http://www.frostburg.edu/grad/forms.htm>
- Submit an updated resume.
- Forward one copy (three are provided) of the Graduate Assistantship Recommendation Form to each of three former instructors or professional references. When necessary, professional supervisors may be used as references in lieu of former instructors. These forms are to be returned to the Office of Graduate Services on or before March 15 for positions beginning in the fall of the academic year, or on or before October 15 for positions beginning in the spring semester. Letters can be used in lieu of forms.
- Gain formal admission to a graduate program of study or at minimum submit a completed application for graduate study. Pay the Graduate Admission Application fee of \$45 to the Business

Office. Please note that students can be interviewed for positions pending official admission to their program of study but a contract cannot be awarded until full admission has been obtained.

- Participate in interviews when requested.

NOTE: Full program admission is a prerequisite to receiving an assistantship or fellowship.

Please note that only International Students are eligible to apply for the International Fellowships.

All forms should be submitted to :
Office of Graduate Services
101 Braddock Rd
Frostburg, MD 21532
Email to: gradservices@frostburg.edu

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